

ELECTRICAL INSPECTOR

POSITION SUMMARY: Performs technical and specialized work related to construction permitting, including reviewing plans and inspecting electrical installations to ensure compliance with existing regulations, ordinances, and codes. Reviews requests for permits in accordance with established standards. Maintains records, prepares reports, and performs work related to ordinance and regulatory compliance. May be responsible for general code enforcement activities, preparing records and reports, and performing related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of the director of community services and the direct supervision of the building inspections supervisor.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Review plans and specifications related to electrical installations; issue and record permits; inspect electrical installations, repairs, and alterations; test completed work to ensure proper use of material and standard of workmanship. Enforce electrical codes and ordinances.
2. Inform and advise contractors, homeowners, and the public regarding electrical codes; give information on proper construction methods, practices, regulations, and ordinances. Identify electrical code violations and cite repairs needed.
3. Provide high quality customer service, courteously respond to routine and non-routine inquiries, provide information within the area of assignment, and resolve complaints in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
4. Assist and advise contractors, builders, and the general public in completing applications and issuing permits. Approve electrical installations.
5. Inspect for fire and shock hazards in occupied dwellings.
6. Investigate suspected violations of electrical regulations and codes; take necessary action to ensure compliance.
7. Investigate complaints and document inspection results regarding electrical hazards. Prepare and maintain reports and records of inspections, complaints, and investigations.
8. Operate electrical test equipment used in inspection work.
9. Assist in the development of codes and ordinances.
10. Work with the registered building official to investigate and recommend actions to resolve building construction concerns, requests for interpretations, and appeals. Attend Boards of Appeals meetings as necessary.
11. Interact with the public under extreme environments and circumstances including severe weather events and other emergencies. Attend court sessions as required.

12. Prepare information for FEMA. Perform damage assessments; complete data sheets, accident and incident reports, logs, documentation of activities, supply inventory, and other related records and reports including documentation of activities. Perform investigations as required.
13. Use GPS and GIS systems, computers and associated databases and maintenance software to research, complete, and document various tasks.
14. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
15. Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A high school diploma or equivalent and the required years of experience to be licensed as a provisional electrical inspector with the State of Michigan.
- B. Possess and maintain a provisional electrical inspector license through the State of Michigan.
- C. Possess and maintain a valid Michigan motor vehicle operator's license.
- D. Possess and maintain an electrical journeyman or master electrician license; possess experience in electrical inspection work.
- E. Thorough knowledge of the tools, methods, materials, practices, and techniques of the electrical trade and building construction and zoning matters. Able to read and interpret electrical wiring and construction plans, specifications, and blueprints.
- F. Considerable knowledge of the laws, regulations, ordinances, and codes pertaining to the installation and alteration of electrical systems. Able to understand and interpret complex building construction and zoning standards, legislation, regulations, and processes. Able to understand and interpret ordinances.
- G. Able to conduct tests and locate sources of trouble in electrical installations.
- H. Able to satisfactorily explain electrical code requirements and policies pertaining to electrical and sign installations.
- I. Knowledge of electrical and general safety requirements involving the construction and maintenance of electrical systems. Able to learn and understand appropriate personal protective equipment and basic safety protocols. This may include chemical safety, traffic safety, basic electrical safety, and department specific safety procedures.
- J. Able to generally detect structural and other faults and public safety hazards in facilities and natural environments and to appraise the quality of construction and workmanship of other trades and report suspected concerns to the proper licensed inspector. Able to

exercise judgment to secure areas and remediate concerns in immediate or acceptable manner.

- K. Able to safely negotiate foot travel in and around construction sites during entire scope of construction. This may include entering trenches and/or the use of ladders and other devices as needed.
- L. Able to prepare accurate reported related to inspections and violations of codes and ordinances.
- M. Able to work as a team member, follow established procedures, and carry out duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- N. Able to establish effective working relationships and use tact, good judgment, and resourcefulness when working with superiors, associates, staff, volunteer workers, governmental agencies, contractors, vendors, and the public.
- O. Able to communicate effectively and prepare detailed, accurate, and timely work orders, reports, memoranda, letters, and responses to requests for information. Able to effectively present ideas orally and in writing for varied audiences.
- P. Possess excellent organizational skills and problem solving ability. Understand the larger perspective and goals of the organization. Detail oriented; possess skill in organizing schedules and coordinating associated resources. Proven ability to develop, improve, and follow procedures and develop and carry out routine and complex instructions.
- Q. Able to work within deadlines, under stress, and with changing work priorities.
- R. Able to complete annual training programs for state registration requirements. Stay informed of new developments, current issues, and strategies through continued education and professional growth. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.
- S. Able to train, mentor, and lead seasonal and full time staff in a lower classification by directing daily tasks, providing feedback, and advising supervisor of work performance.
- T. Able to work any or all shifts and schedules as necessary to provide proper coverage for all activities and events.
- U. Proficiency in the use of office equipment and information technology including software applications related to areas of responsibility; able to quickly learn other technology as necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

The employee is regularly required to communicate with others verbally and through written documents. The employee regularly works in the field and in a business office setting. The employee regularly enters residential, commercial, or industrial properties. The employee is frequently exposed to excessively noisy, wet, humid, snowy, and hot or cold conditions, and is

occasionally exposed to noxious odors, dust, particles, or other adverse environmental conditions. The employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending, twisting, and stooping are also frequent requirements of the position.

The employee is expected to work under deadlines with the potential for constant interruption and change. The employee may be required to work extended hours and may be called out or required to work in emergency situations. The employee must be able to perform duties under adverse climatic conditions. The employee is required to drive in inclement weather.

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